

6/11/2018

Comm #3

Roll Call - City Council

Ward	Council Member	1		2		3		EC	
		Yea	Nay	Yea	Nay	Yea	Nay	Yea	Nay
1	ROSS								
1	WHITE								
2	TAYLOR								
2	ROBINSON								
3	BAXTER								
3	HARRIS								
4	HIGHT								
4	WITCHER								

times on agenda

REMARKS

6/11/2018 Diane Whitbey letter to Mayor Smith re: Revenue Enforcement

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Whitbey, Diane

From: Whitbey, Diane
Sent: Friday, June 08, 2018 10:37 AM
To: Smith, Joe
Subject: Revenue Enforcement

Mayor,

I am sending Shannon (and Katelyn when she is available) out to check on unlicensed businesses one day a week. They have already been out a few times and located several businesses operating without a license.

Today, they are heading to McCain Mall. I have advised them to go into each business, ask to see their current business license (which is required to be posted), count employees, estimate inventory, etc. They have forms that will be completed by staff and scanned into the business license account. When they return to the office to add the new information to the account, they will see if the business has been accurately reporting variables (number of employees, inventory, etc.). One of my goals with the addition of all things related to Business Licenses has been to send someone out to do onsite reviews (similar to what the Fire Department does with Fire Inspections). When I attended a National League of Cities Conference several years ago in Seattle, I attended a session on Business Licenses. In Seattle, they have a large staff and audit businesses at least once every five (5) years. If we can get into a five year rotation, that will be wonderful. With the addition of Shannon and the change in staff responsibilities, this is now a reality. Shannon and remaining staff have brought in thousands of additional dollars in revenue just this year from these efforts.

Thank you again for the addition of the Enforcement position and thank you for working with our team on doing what is required and needed.

As a side note, we continue to share the message with other departments that all businesses operating in the city are required to have a city business license. Each month, we receive the Fire Inspection report. Staff go through the report to verify that each business is licensed. This has helped us locate accounts that needed to be closed and locate new businesses that need to be licensed. We also send out a monthly NEW Business license list to city departments and outside agencies. This has been beneficial in many ways. An example would be, the Police Department needs to know when a new daycare opens so they can check employees. The Fire Department needs to know if a business has opened for inspection purposes. Another example would be if the business sells tires as there are requirements and restrictions related to the same. Our office also works closely with other government agencies, including the City of Little Rock Treasury Department (verifying that a business located in Little Rock and doing business in North Little Rock has a license) and multiple state agencies (Health Department, Alcohol Beverage and Control, DHS, ADEQ, State Police and more. With the state, if a state license is required for a type of business, we work with the state in verifying that licensing with the state exists and finding out what the license allows the holder to do (i.e. daycare – how many children).

As you can see, our team is a busy one! I am very proud of them and the work they do for the residents of the City of North Little Rock.

Diane

*Diane Whitbey, CAMC/MMC
City Clerk and Treasurer
City Hall
300 Main Street*

FILED 10:37 A.M. _____ P.M.
BY Via email - Mayor
DATE 6-8-18
Diane Whitbey, City Clerk and Collector
North Little Rock, Arkansas
RECEIVED by [Signature]